

BRIAN SANDOVAL
Governor

BRUCE BRESLOW
Director

THORAN TOWLER
Labor Commissioner

STATE OF NEVADA



OFFICE OF THE LABOR COMMISSIONER
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Department of Business & Industry
OFFICE OF THE LABOR COMMISSIONER
<http://www.LaborCommissioner.com>

Position Announcement – Unclassified Position

Position Title: Chief Assistant to the Labor Commissioner

Posted – Until Recruitment Needs Are Satisfied

Recruitment: This is an open competitive recruitment, open to all qualified applicants. Application materials will be accepted until the position is filled. Hiring may occur at any time during the recruitment process.

Position Summary: The Chief Assistant to the Labor Commissioner serves as the Executive Assistant to the Labor Commissioner with both program and administrative responsibilities as directed by the Labor Commissioner. The Office of the Labor Commissioner is responsible for enforcing all of the labor laws of the State of Nevada not otherwise specifically and exclusively delegated to another agency.

The Chief Assistant reports directly to the Labor Commissioner. The Chief Assistant will generally assist with all aspects of agency operations both administrative and programmatic. Specific responsibilities may include, but are not limited to: managing an administrative staff of 5-7 individuals; conducting the annual prevailing wage survey; managing the Commissioner's travel and speaking engagements; maintaining the Commissioner's calendar; drafting and editing legal pleadings and orders of the Labor Commissioner; and assisting with general administrative functions including payroll, personnel, budget, and agency finances, as needed. This position will be located in our Las Vegas office.

Qualifications: Bachelors degree strongly preferred. Candidates must have supervisory and/or managerial experience.

Salary up to: \$52,504 plus benefits* (Employer/Employee Paid Retirement)

The salary will reflect the applicant's level of experience and is based on retirement contributions by employee and employer. An employer paid contribution plan is available with a reduced gross salary. *Please note: Furlough leave is mandatory for Nevada State employees and will result in a reduction of income of approximately 2.3% (or 4 hours per month) starting July 1, 2011 through June 30, 2015.

SUBMIT COVER LETTER, RESUME, AND WRITING SAMPLE/DIRECT INQUIRIES TO:

Office of the Labor Commissioner
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